

QUICK GUIDE DCC400/320/240



Online support: www.fujixerox.com.my/support Website : http://www.fujixerox.com.my



INTRODUCTION

The main objective of compiling this Quick Guide is to serve as an easy reference to customers. We understand customers are tight up with daily schedules and can only learn up limited machine feature in the training sessions. Thus, we hope this Quick Guide will provide you with all the essential feature should you encounter any operation problems with the machine.

Kindly contact the following number :

For General Service & Supplies Toll Free : 1-300-88-1163

Or

To contact us kindly email to us at:

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DISPLAYING COPY, SCAN AND FAX SCREEN

MENU SCREEN



COPY SCREEN

Ready to Co	юу.			Men Quantity	ory 100%
Racie Conving	dded Image	Quality	Others		lenu
Output Color	2 Sided	Reduce/	Enlarge	Paper Supply	
Auto	1 +1 Sided	100%		Auto	
Full Color	1→2 Sided (H to H)	Auto %		I MD	Plain
Black	2→2 Sided (H to H)	70% A	3→ A4, 84→ 85	1 112 A4	Plain
Dual Color-Red/Black	2→1 Sided (H to H)	141% A	A→ A3, 85→ 84	3 A4D	Plain
More	More	More		More	Renald



SCAN SCREEN

Select where you	wait in save your docum	ents.	Newny \$17.
Basic Scanning	Scan Options Inage File Fo	Quality/ mat	Kenu
Scan to:	Output Color	Scan Resolution	2 Sided Originals
-	Auto	Ziliapi.	1 Sided
E-nail	Full Color	300dpi	2 Sided (H to H)
	Grayscale	400dp1	2 Sided (H to T)
Mailbox	Black	650dpi	More

FAX SCREEN

Milless:	1		in Said and			1.244	Trec apriorit
Basic Features	Scan	Options	Send Optio	ns	On-Hook/ Others		Menu
iFax/Fax		Resolution	F	0ri,	ginal Type	Lighter	/Darker
	(III)	Standard		Teo	et	D FI	
Address Bo	ook	Fine	- Annuar	Iex	t & Photo		
	-	Super-fin	e (400dpi)	Pho	to		
VEIL Keyboard		Super-fin	e (600dp!)				



DOCUMENT CENTER C400/320 To enter the copy screen when auditron is on

1. Press Password/System Setting



2. Enter the password





COPIER BASIC COPYING SCREEN

Ready to Co	ipy.			Hen Quantity	nry 100%
Racie Conving	added II	mage Quality	Others		lenu
Output Color	2 Sided	Reduce	/Enlarge	Paper Supply	
Auto	1 +1 Sided	100%		Auto	
Full Color	1+2 Sided (II to) H) Auto 7		I MD	Plain
Black	2→2 Sided (H to	o H) 70% /	A3→ A4, 84→ 85	1 m2 A407	Plain
Dual Color-Red/Black	2→1 Sided (H to	o H) 141% P	M→ A3, 85-+84	1 13 A4D	Plain
More	More	More		More	Republic

Single Side to Double Side Copying

- Steps
- 1. Load Document
- 2. Select 1->2(H to H)
- 3. Press Start

Double Side to Double Side Copying

- Steps
- 1. Load Document
- 2. Select 2->2 (H to H)
- 3. Press Start

Double Side to Single Side Copying

- Steps
- 1. Load Document
- 2. Select 2->1 (H to H)
- 3. Press Start



ADDED FEATURES SCREEN

Press Password button and ente	Press Password button and enter the password.		
Basic Copying Added Features	Image Quality Others	Menu	
Output Auto Center Output Tray Original Size Auto Size Detect	Margin Shift S1: No Shift S2: No Shift Mixed Size Originals Off	Border Erase 2 2mm 1: 2mm 1: 0mm 12 0ff	
Up	Off	On during Auto Portrait Original-Left	

Margin Shift

- Steps
- 1. Load Original
- 2. Select Side 1
- 3. Highlight Variable Shift
- 4. Adjust the shift direction
- 5. Select Margin Shift
- 6. Press Start



Multiple up (Combine 2 or 4 onto 1 sheet paper)

Steps

- 1. Load Documents
- 2. Select Multiple Up
- 3. Select 2 Up or 4 Up
- 4. Select the required layout order
- 5. Confirm the setting and save
- 6. Press Start

Separators (Printing with a blank sheet inserted)

Steps

- 1. Load transparencies in Tray 5 (Bypass Tray)
- 2. Load Documents
- 3. Select Separators
- 4. Select Blank Separators
- 5. Select Paper Tray Settings
- 6. Confirm the settings and save
- 7. Press Start



OTHERS SCREEN

Press Password button and ente	r the paseword.	Memory 100% Quantity 1
Basic Copying Added	Image Quality Others	Henu
No Covers (Booklet Creation Off	DI Book Dupless
Off (Poster Off	Mirror/Negative Imag Mirror Image: Off
Stored Jobs	Head to Top	Nogative Image: Off

Covers

Steps :

- 1. Load paper for the cover in one of the trays 1 to 4.
- 2. Select covers
- 3. Select front cover
- 4 Highlight Printed covers to on
- 5. Select Paper Tray Settings
- 6. Select the paper to use for copying at Body Pages and the paper to use for cover
- 7. Confirm the setting and save
- 8. Press Start



Booklet Creations

Steps

1. Load Document

- 2. Select Booklet Creation
- 3. Choose left bind
- 4. Select Paper Tray Settings
- 5. Choose tray for Body Pages and Covers Choose (landscape orientation only)
- 6. Confirm the setting and save
- 7. Press Start

Poster

- Steps:
- 1. Load document on the platen glass
 - 2. Select Poster
 - 3. Select the number of times that the document is to be divided
 - 4. Select Paper Tray
 - 5. Confirm the settings and save
 - 6. Press Start

Build Job

- Steps:
- 1. Load document for the first job
 - 2. Select Build Job
 - 3. Press On
 - 4. Select the desired features
 - 5. Press Start
 - 6. Press Next Original while document is being scanned
 - 7. Load the next document
 - 8. Select the desired features
 - 9. Press Start
 - 10. After the last document is scanned, select Last Original



Book Duplex (Copy from Book)

Steps:

- 1. Select Book Duplex
- 2. Choose Right Page then Left
- 3. Load the book on platen glass starting from the cover
- 3. Press Start
- 4. Flip to the next page starting from the last page
- 6. Press Start

Scan back the cover of the book (to complete the book duplex)
 Press Start

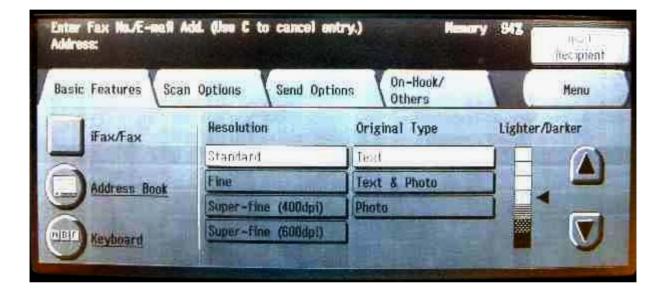
Repeat Image (Image repeated for the specified number of times)

Steps: 1. Load Document

- 2. Select Repeat Image
- 3. Select Auto Repeat
- 4. Confirm the setting and save
- 5. Press Start



FACSIMILE BASIC FEATURES SCREEN



Manual Dialing

Steps:

- 1. Load Document
- 2. Dial the fax number using the keypad
- 3. Press Start

Speed Dialing

Steps:

- 1. Load Document
- 2. Press the Speed Dial number using the keypad
- 3. Press Start

One Touch Dialing

Steps:

- 1. Load Document
- 2. Select the Speed Dial number from the One Touch Keypad
- 3. Press Start



Group Dialing

Steps: 1. Load Document

- 2. Select Address Book
- 3. Highlight Group
- 4. Press the particular group
- 5. Press Start

Manual Broadcast

Steps:

1. Load Document

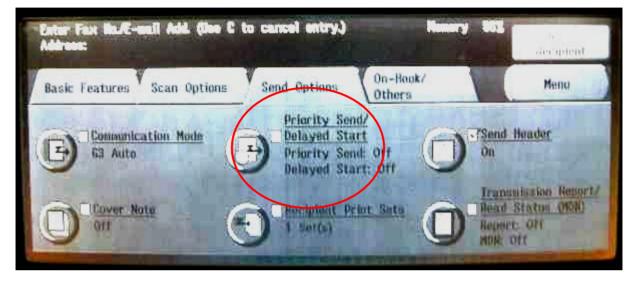
- 2. Dial the fax number
- 3. Press Next Recipient on the fax screen
- 4. Dial the next number (maximum 20 recipient)
- 5. Press Next Recipient
- 6. Press Start after the last number

Using iFax Dialing

- Steps:
- 1. Load Document
 - 2. Press Fax/iFax
 - 3. Select Keyboard
 - 4. Enter E-mail address
 - 5. Press Start



SEND OPTION SCREEN



Delayed Start

Steps:

- 1. Select Priority Send/Delayed Start
 - 2. On Delayed Start
 - 3. Press Start Time
 - 4. Select the Hour and Minute using the arrow
 - 5. Select Save
 - 6. Key-in fax number
 - 7. Press Start

Transmission Report

Steps:

- 1. Load Document
- 2. Press Transmission Report
- 3. On Transmission Report
- 4. Press Save
- 5. Key-in fax number
- 6. Press Start



SCAN

Basic Features Screen



Scan to Mailbox

Steps:

- Load Document
 Press Mailbox
 - 3. Select desire number
 - 4. Key-in password
 - 5. Press Confirm
- 6. Press Start

Retrieve document using DocuWork Desk

Steps:

- 1. Go to Start>.Program>FujiXerox DocuWorks>DocuWork Desk Press E-mail
 - 2. Click Scanner icon
 - 3. Select Xerox Scanner
 - 4. Key-in password
 - 5. Click Open Mailbox
 - 6. Click Import
 - 7. Press Start



Retrieved document using Fuji Xerox scanner Utility

Steps:

- 1. Go Start > Program > Fuji Xerox > Utility > Mailbox Viewer 2
- 2. Select Scanner > Key-in mailbox number > Key-in password >
- 3. Open Mailbox
- 4. Highlight Scanned Image > Highlight Settings
- 5. Tick Auto Import > Tick Import Setting
- 6. Choose the options you require
- 7. Save in > Browse > Save (create your own folder)
- 8. Click OK 3x
- 9. Click Import and Close

Scan to E-mail

- Steps: 1. Load Document
 - 2. Press E-mail
 - 3. Press Keyboard
 - 4. Key-in E-mail address
 - 5. Press Save
 - 6. Press Start

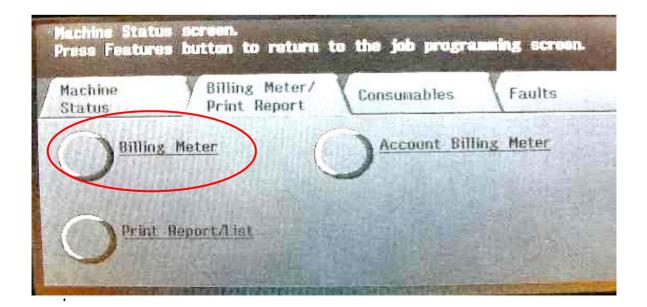


CHECKING BILLING METERS

1. Press Machine Status



2. Select Billing Meter





3. The Billing Meter appears immediately

Machine Status screen. Press Features button t	o return to the job pro	graming screen.	
Billing Meter			Close
and the second	Cu	irrent Meter Reading	
Serial Number	1: Color	34037	
200007	2: Black/White	14855	
	3: A3/17" Color	748	
	4: Total 1 & 2	48892	



CONSUMABLES

YELLOW/MAGENTA/CYAN TONER - LIFE SPAN 2,000 SHEETS
BLACK TONER – LIFE SPAN
3,500 SHEETS
YELLOW /MAGENTA/ CYAN DRUM – LIFE SPAN 1,700 SHEETS BLACK DRUM – LIFE SPAN 3500 SHEETS
WASTE TONER BOTTLE – REPLACE WHEN IT IS FULL

Checking Consumables

- 1. Press Machine Status
- 2. Select Consumables
- 3. View the consumables status
- 4. Order Toner/Drum if remaining 25% stated on the consumables.



ADDITIONAL NOTE

How to copy IC

Steps

- 1. Load IC at the top left corner on the platen glass
 - 2. Choose A4 portrait for Paper Supply
 - 3. Choose 1 to 2 for 2 Sided Copying
 - 4. Select Text & Photo for the Original Image
 - 5. Press Start
 - 6. Turn IC and place it at the A4 mark
 - 7. Press Start

Common Fault Code

- 016-757 The entered password is wrong
- 016-758 The account is not registered as an authorized copy user
- 016-704 The hard disk ran out of spaces as the max number of users for secure

printing was exceeded

- 016-748 Printing is not possible due to insufficient hard disk space
- 016-768 Could not connect to the SMTP server as the mail address of this machine was incorrect

(PLS REFER TO PAGE 442 – 449 AT THE USER GUIDE-COPIER FOR DOCUMENT CENTRE C400/320 SERIES FOR MORE INFO)



SAFETY NOTE

ITEM	DO	DON'T
1.Sharing of Supply socket	One socket for one plug	Do not share socket with heavy load unit. Do not use cable extension/multiple socket extension.
2.Power cord length	Proper length to allow certain loosening	Do not allow cable pull to tension
3.Power cord routing		Avoid obstruction. Keep away from combustable/water/ twisting around table& chair
4.Power cord surface condition		Discard if surface found stripped /exposed/cracked/burnt
5.Ground/Earthing		Do not use 2-pin plug type without grounding wire
6.Condition of Plug/socket		Discard if found cracked/ discolored/deterioration/de formed
7.Plug/socket contact	Ensure plug & socket are tightly connected.	